

JOB DESCRIPTION

Job Title:	Head of Performing Arts
School:	Welling School
Location:	Elsa Road, Welling, Kent, DA16 1LB
Reporting To:	Assistant Headteacher

Our Commitment

Be Who You Are at TKAT - This Job Description represents the role as we see it in its entirety. We do not expect candidates to have in-depth experience of every element on application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be.

Safeguarding - TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities - TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.

Job Purpose

- Work inline with the school ethos and the trusts' vision.
- Be the driving force behind a dynamic team that inspires creativity, performance, and achievement.
- Lead on Drama while line managing Music and Art, ensuring a coherent and ambitious vision across the Performing Arts faculty.
- Work closely with the Associate Assistant Headteacher (Dance specialist) to ensure that Performing Arts remains at the heart of our school community.
- Combine strategic leadership with artistic vision, ensuring that every student benefits from high-quality teaching, exceptional opportunities, and outstanding resources.
- Champion our values of Ambitious, Kind, and Active, empowering students to exceed expectations and ensuring that Performing Arts continue to flourish as a central part of school life.

Duties and Responsibilities

Impact on Educational Progress

- Target Setting: Ensure all students in Performing Arts are set measurable, challenging, and achievable targets based on Welling School's assessment data.
- Tracking and Reporting: Lead termly systematic student progress tracking; ensure data is followed up with interventions and reported to parents/carers in line with the Welling reporting schedule.
- Inclusion: Liaise with the SENDCo and Associate Assistant Headteacher to ensure the needs of students with SEND and all Prior Attainers are met through tailored schemes of work.
- Literacy and Numeracy: Drive the effective development of students' literacy, numeracy, and ICT skills through the Performing Arts curriculum.
- Examination Prep: Oversee the rigorous preparation of students for KS4 and KS5 assessments and examinations (GCSE, A-Level, and Vocational pathways).
- Personal Development: Organise trips, school performances, concerts, and workshops that provide rich creative opportunities beyond the classroom, enhancing students' cultural capital, deepening engagement, and supporting improved confidence, motivation, and overall educational progress.

Leading, Developing, and Enhancing Others

- Team Leadership: Lead and manage staff involved in Performing Arts through induction, guidance, and continuous professional advice.
- Pedagogical Oversight: Take responsibility for teaching and learning within Drama, and support Art and Music to ensure consistent high-quality practice across the faculty. Ensure all schemes of work are up to date, effectively sequenced, and reflect current best practice in education.
- Quality Assurance: Lead the observation and assessment of Performing Arts teaching, celebrating Kindness and best practice while robustly challenging underperformance.
- Professional Development: Identify staff development needs and facilitate appropriate CPD; participate in the TKAT Performance Management scheme as both team leader and reviewee.
- Staffing: Advise on staffing needs and ensure high-quality cover work is provided during staff absences.

Strategic Curriculum Leadership

- Curriculum Design: Lead curriculum development in Drama ensuring alignment with Welling School's Learning, Teaching, Marking, and Assessment policies.
- Faculty Collaboration: Contribute to the Faculty Self-Evaluation Form (SEF) and ensure Drama development reflects the School Improvement Plan (SIP) and Faculty Improvement Plan.
- Line Management: Provide strategic oversight of the Music and Art curricula as line manager, ensuring high standards of teaching, learning, assessment, and curriculum development across both subjects
- Inclusion: Ensure the Drama, Art and Music curriculum is fully inclusive, meeting the needs of all learners through adaptive teaching, targeted support, and high expectations for every student.

- Professional Standards: Act as a role model for colleagues and students, presenting yourself professionally and upholding the Respect and Equality pillars of the school.
- Initial Teacher Training (ITT): Participate in the school's Initial Teacher Training (ITT) programmes to mentor the next generation of educators.
- ArtsMark: Drive the school's ArtsMark journey, ensuring high-quality provision, strong cultural enrichment, and sustained development of the arts across the curriculum and wider school community.

Operational Management

- Learning Environment: Take responsibility for the condition of studios/teaching rooms, ensuring strict adherence to Health and Safety requirements.
- Resource Management: Manage the departmental budget effectively to ensure resources are utilised to maximize student impact.
- Communication: Utilise school communication policies effectively to engage with staff, students, families and the wider community.
- Stakeholder Engagement: Develop and sustain strategic relationships with arts organisations, theatres, and visiting professionals to enhance provision and enrichment opportunities. Actively promote the department within the wider community to continue raising its profile and strengthening engagement.
- Extracurricular: Promote the Belonging value by leading a vibrant events programme and organising performances that celebrate student achievement throughout the year.

Professional development

- Take part in the appraisal and professional development of others, where appropriate.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school/trust.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the trust.
- Have proper and professional regard for the ethos, policies and practices of the trust, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out professional duties and responsibilities.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head of Performing Arts will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager. This job description may be amended at any time in consultation with the postholder.

PERSON SPECIFICATION

Selection Criteria	Essential (E) or Desirable (D)	Assessed By
Qualifications, Training and CPD		
A good first degree in Drama or equivalent	E	Application & Interview
Qualified Teacher Status (QTS)	E	Application & Interview
Knowledge, Skills and Attributes		
Ability to teach Key stage 3, GCSE and A-Level Drama	E	Application & Interview
Proven track record of delivering outstanding teaching and securing strong student outcomes	E	Application & Interview
Experience in managing a budget and resources	E	Application & Interview
Experience of leading a department or subject area	E	Application & Interview
Experience directing performances or productions	E	Application & Interview
Experience of teaching a second Performing Arts discipline such as Art, Dance or Music	D	Application & Interview
Expert understanding of current educational issues in Drama and Performing Arts	E	Application & Interview
Strong understanding of Equal Opportunities and Inclusion	E	Application & Interview
Understanding of ArtsMark or similar cultural accreditation frameworks	D	Application & Interview
Connections with arts organisations, theatres, and creative industry practitioners.	D	Application & Interview
Strong interpersonal skills to build relationships	E	Application & Interview

Ability to innovate and lead CPD for colleagues	E	Application & Interview
High-level ICT skills for teaching and administration	E	Application & Interview
Personal Qualities		
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and the trust.	E	Application & Interview
Resilient, passionate, and committed to our mission, ensuring every child, whatever their background, receives a high quality education.	E	Application & Interview
A Cheerful positive outlook, integrity, flexibility and energy to persevere and succeed.	E	Application & Interview
Ambition to progress further in school leadership	E	Application & Interview
Ability to work under pressure and prioritise effectively.	E	Application & Interview
Commitment to maintaining confidentiality at all times.	E	Application & Interview
Good communication skills – written and verbal.	E	Application & Interview